

State of Alabama
Personnel Department
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Continuous Announcement

PROBATION AND PAROLE OFFICER, TRAINEE - 60899

Salary: \$37,389.60 - \$56,726.40
Announcement Date: March 11, 2020

JOB INFORMATION

The Probation and Parole Officer, Trainee is a permanent, full-time position with the Bureau of Pardons and Paroles. Positions are located across the state. This is specialized probation and parole work as a trainee that consists of formal on-the-job training of the policies and procedures associated with the supervision and rehabilitation of supervised adult offenders.

MINIMUM REQUIREMENT

- Graduation from an accredited* four-year college or university. Applicants may apply for this position during their last semester of college; however, applicants will be required to submit documentation verifying completion of the Bachelor's degree to the hiring agency prior to beginning work.

ADDITIONAL REQUIREMENTS

Applicants must meet all of the following special requirements to be hired by the appointing agency:

- Applicants must be a U.S. Citizen at the time of appointment.
- Applicants must possess a valid driver license at the time of appointment.
- Applicants must successfully complete a background investigation.
- Applicants must meet the minimum standards of the Alabama Peace Officers' Standards and Training Act during their probationary period, which includes the following physical components:
 - An obstacle course in 90 seconds where applicants push a vehicle 15 feet, climb a 6-foot wall or chain link fence, crawl through a small window, walk a balance beam, and drag a 165-pound dummy 15 feet;
 - At least 22 push-ups in 60 seconds;
 - At least 25 sit-ups in 60 seconds;
 - A 1.5 mile run in 15 minutes and 28 seconds.

(Applicants should indicate if they are currently APOSTC certified in the Professional License or Certificate section on their applications. Please include the certification number and issue date in the space provided.)

EXAMINATION

- **Open-Competitive** to all applicants
- An evaluation of **Training and Experience** as shown on the application will comprise 100% of the final score for the open-competitive register.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a ***regionally accredited school**** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). ***This must be documented by a letter of acceptance from the regionally accredited school.*** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.